

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-121    **Issue Date:** 06-24-16    **Closing Date:** 06-30-16

**Tribal Court Advocate**  
**Public Defender Office**  
**Department of Justice Services**  
**Hourly Wage: \$17.70/Regular/Full-Time**

The Public Defender Officer offers legal representation in criminal court, children's court, and dependency matters, as well as limited civil matters. The Tribal Court Advocate acts as a lay counsel in Tribal Court matters as assigned. The Advocate must qualify to be admitted to practice in Tribal Court, pursuant to RYC Section 3.01.25, such that the Advocate must be an enrolled member, twenty-one (21) years of age or older, who has not been convicted of a felony or a misdemeanor in the past 3 years, is of good moral character, and demonstrates to the Court a thorough knowledge of the RYC, the Rules of the Tribal Judiciary and knowledge of the culture, traditions and laws of the Yakama People. The Advocate must have the ability to write clearly and concisely, and communicate verbally. The Advocate may be responsible to assist Program lawyers with case preparation as assigned. The Advocate may be responsible to perform administrative duties, such as report preparation, program statistics and other duties as assigned.

**Knowledge, Skills and Abilities:**

- Ability to maintain strict confidentiality and security of client and program information.
- Ability to read, review and understand the RYC.
- Ability to read, review and understand the Indian Civil Rights Act and Indian Child Welfare Act.
- Ability to learn and practice court procedures relating to civil and criminal law.
- Ability to understand and execute complex oral and written instructions.
- Ability to communicate effectively and clearly orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to conform to a legal office environment and maintain a professional appearance congruent with the mission of a law office.
- Ability to use a computer and assorted software proficiently.
- Ability to work independently and productively.
- Ability to work under stress.
- Ability to organize and prioritize workload.
- Ability to handle people problems that involve issues and adverse situations.

**General Recruiting Indicators:**

- Requires an AA degree, or two years work experience in public administration or law related field.

**Special Requirement:**

- Must be an enrolled Yakama member of at least 21 years of age, and of good moral character.
- Must have no felony convictions or misdemeanor convictions within 3 years.
- Must apply and meet eligibility requirements for admission as lay counsel under RYC 3.01.25.
- Must have a valid Washington State driver's license.
- Ability to pass a criminal background review with no prior felonies and no criminal convictions in Tribal Court within the past 3 years.
- Ability to pass a pre-employment drug and alcohol test pursuant to the Yakama Nation Personnel Policy Manual.